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ABSTRACT

To assist local boards of education, postsecondary educational institutions, and local advisory councils in Maryland in meeting the requirements for federal funding under Title II-Vocational Education of the Education Amendments of 1976 (P.L. 94-482), this handbook provides guidelines for the establishment and responsibilities of local advisory councils on vocational-technical education. Included are: (1) the 1978 cooperative agreement between the State Advisory Council on Vocational-Technical Education and the State Division of Vocational-Technical Education, regarding joint and special technical assistance to local advisory councils which was not explicitly delineated by the federal law; (2) a summary of the law's impact, outlining its requirements for establishment, operation, and responsibilities of the councils; (3) a description of the council's function and role, stressing its advisory capacity on funding, accountability reports, adequacy of programs, and local job needs and its liaison capacity for building support for vocational-technical programs on community, city, state, and national levels; (4) a chart which shows the general relationship between the public officials, agencies, and school personnel involved and the lines of communication for implementation of the law; (5) recommended by-laws to be adopted by the councils; (6) suggestions for council activities in the areas of student recruitment, selection, and placement, instructional programs, teacher assistance, student recognition, public relations, and reports; and (7) an excerpt from the Maryland law (Senate Bill 930) which provides for establishment of local advisory councils. (ELG)

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May 1977

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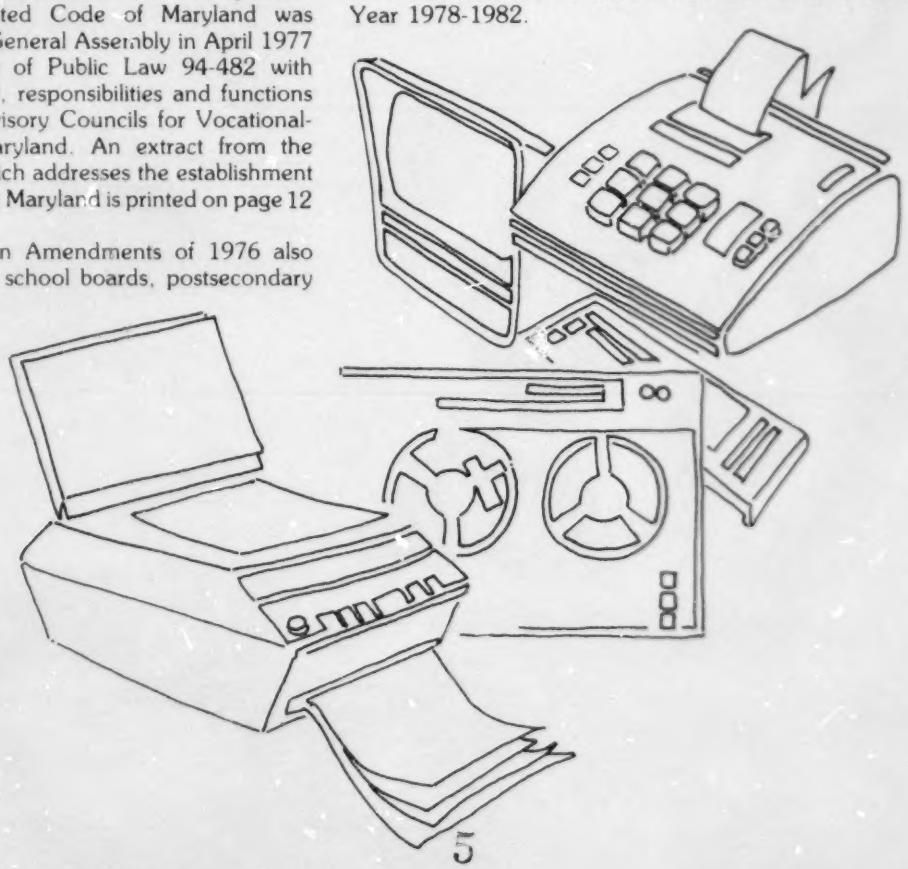
introduction

Effective October 1, 1977, the establishment of local advisory councils on vocational-technical education will become a mandatory prerequisite for receiving Federal funds in support of local vocational-technical education programs, services and facilities.

This handbook has been revised by the Maryland State Advisory Council on Vocational-Technical Education to assist local boards of education, postsecondary educational institutions and local advisory councils in satisfying this significant new requirement. Information contained in Title II-Vocational Education of the Education Amendments of 1976, Public Law 94-482, which relates to the establishment and responsibilities of local advisory councils on vocational-technical education has been incorporated in the revision. In addition it includes a summary of the impact of the new law and a chart which shows the general relationship between the groups involved and the lines of communication for implementation of the law by advisory councils. The basic text of the handbook has also been updated. Article 41 of the Annotated Code of Maryland was amended by the Maryland General Assembly in April 1977 to reflect the requirements of Public Law 94-482 with respect to the establishment, responsibilities and functions of the State and Local Advisory Councils for Vocational-Technical Education in Maryland. An extract from the revised Annotated Code which addresses the establishment of Local Advisory Councils in Maryland is printed on page 12 of this handbook.

Title II of the Education Amendments of 1976 also recognizes a need for local school boards, postsecondary educational institutions and local advisory councils to be provided varying degrees of technical assistance in the establishment and operation of local advisory councils. In this regard the act specifies that the State Advisory Council on Vocational-Technical Education is responsible for making available technical assistance requested by local boards, agencies and institutions regarding the establishment and operation of local advisory councils. Therefore, requests for such assistance should be addressed to the State Advisory Council.

Users of these guidelines are advised that the following cooperative agreement exists between the State Advisory Council on Vocational-Technical Education and the Division of Vocational-Technical Education, Maryland State Department of Education, regarding joint and special technical assistance to Local Advisory Councils not explicitly delineated in Public Law 94-482. This cooperative agreement may also be found in Part 1 of the Maryland Five-Year Plan for Vocational-Technical Education, Fiscal Year 1978-1982.



Cooperative Agreement

Subject: Relationship between State Advisory Council on Vocational-Technical Education and the Division of Vocational-Technical Education, Maryland State Department of Education, pertaining to technical assistance to Local Advisory Councils and Committees.

This is a one year cooperative agreement between the Maryland State Advisory Council on Vocational-Technical Education and the Division of Vocational-Technical Education, Maryland State Department of Education, relating to providing assistance to local advisory councils and committees as referenced in Public Law 94-482, Section 105. This agreement will be effective during Fiscal Year 1978.

It is agreed between the two agencies named above that requests for technical assistance in the establishment and operation of local advisory councils as called for in the Federal Law (P.L. 94-482) shall be managed in the following manner:

- Local supervisors of vocational education, deans of occupational education, superintendents of school districts, and presidents of community colleges shall be advised of the joint agreement between the State Advisory Council on Vocational-Technical Education (SACVE) and the Division of Vocational-Technical Education (DVTE) in providing assistance to existing or planned local advisory councils for vocational-technical education in the twenty-four subdivisions of the State.

- When requests for technical assistance are made by a Local Educational Agency (LEA), Community College (CC), or Local Advisory Council (LAC), to either the SACVE or DVTE, the receiving agency will first contact the other agency to determine the best cooperative course of action to be taken.

- In cases where the request is clearly directed toward assistance for the establishment and operation of planned or existing LACs, including interpretation of guidelines which have been promulgated by the SACVE, it is agreed that the SACVE would be the most logical respondent. In cases where the request requires data, information or advice normally supplied by DVTE, it is agreed that DVTE is the most logical respondent. In every case, however, reciprocal contact will be made and an acceptable response strategy will be agreed to by DVTE and SACVE.

- It is further understood that in most cases, regardless of which agency most logically can or should respond to a given request, the SACVE will deliver the requested information, technical assistance, data, etc. to the requesting body. In cases where the requesting body specifies a service of the DVTE exclusively, the procedure delineated above regarding contact with SACVE for notification and agreement to deliver the request shall still hold.

The purpose of this agreement is to avoid conflicts or duplication between SACVE and DVTE as they work together to strengthen, advise and support LACs in achieving the purpose and intent of the new law. Whenever and wherever possible assistance to LACs shall be provided as a cooperative, mutually supportive and complimentary team effort by representatives of the SACVE and appropriate staff specialists from the DVTE.

Each agency shall develop its own internal administrative procedures for carrying-out the intent of this agreement.

impact of the education amendments of 1976

Title II — Vocational Education

On October 12, 1976, President Ford signed the Education Amendments of 1976. This new law requires the establishment of active Local Advisory Councils (LAC) on Vocational-Technical Education in each educational subdivision or jurisdiction of a State desiring to receive Federal funds under the law. With regard to the establishment, operation and responsibilities of such councils, the new law requires:

a. The State Board of Education to notify local educational agencies and postsecondary educational institutions of their responsibility to establish LACs;

b. Establishment of LACs by local educational agencies (boards of education) or postsecondary educational institutions (nonprofit institutions). LACs may be established for program areas, schools, communities, or regions, whichever the local educational agency or postsecondary educational institution determines best suit its needs; (In this regard, Article 41 of the Annotated Code of Maryland specifies that a local advisory council shall be established in each county of the State and Baltimore City to advise on vocational-technical education at both the secondary and postsecondary levels.)

c. LACs to be composed of members of the general public, especially representatives of business, industry and labor;

d. The State Advisory Council to provide local educational agencies, postsecondary educational institutions and LACs with any technical assistance requested concerning the establishment and operation of LACs;

e. LACs to provide local educational agencies or postsecondary educational institutions with advice on current job needs and on the relevancy of courses being offered in meeting such needs;

f. The State Board of Education to specify to the U.S. Commissioner of Education that funds will be distributed in accordance with plans developed in consultation with LACs; and

g. The State annual program plan and accountability report to show the results of the participation of local advisory councils.

the function & role
Of Local Advisory Councils

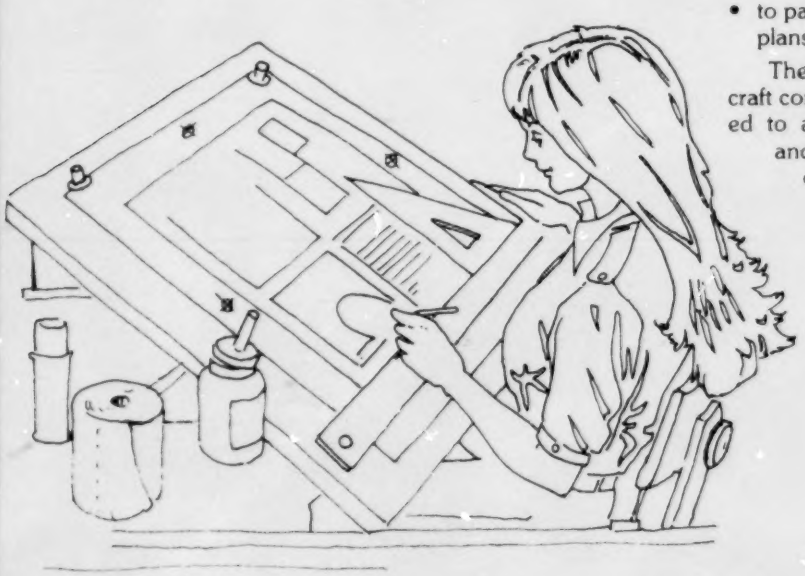
A local advisory council is a group of concerned and informed citizens, appointed by the local board of education or a postsecondary educational institution to advise and assist school officials in the conduct of vocational and technical education programs.

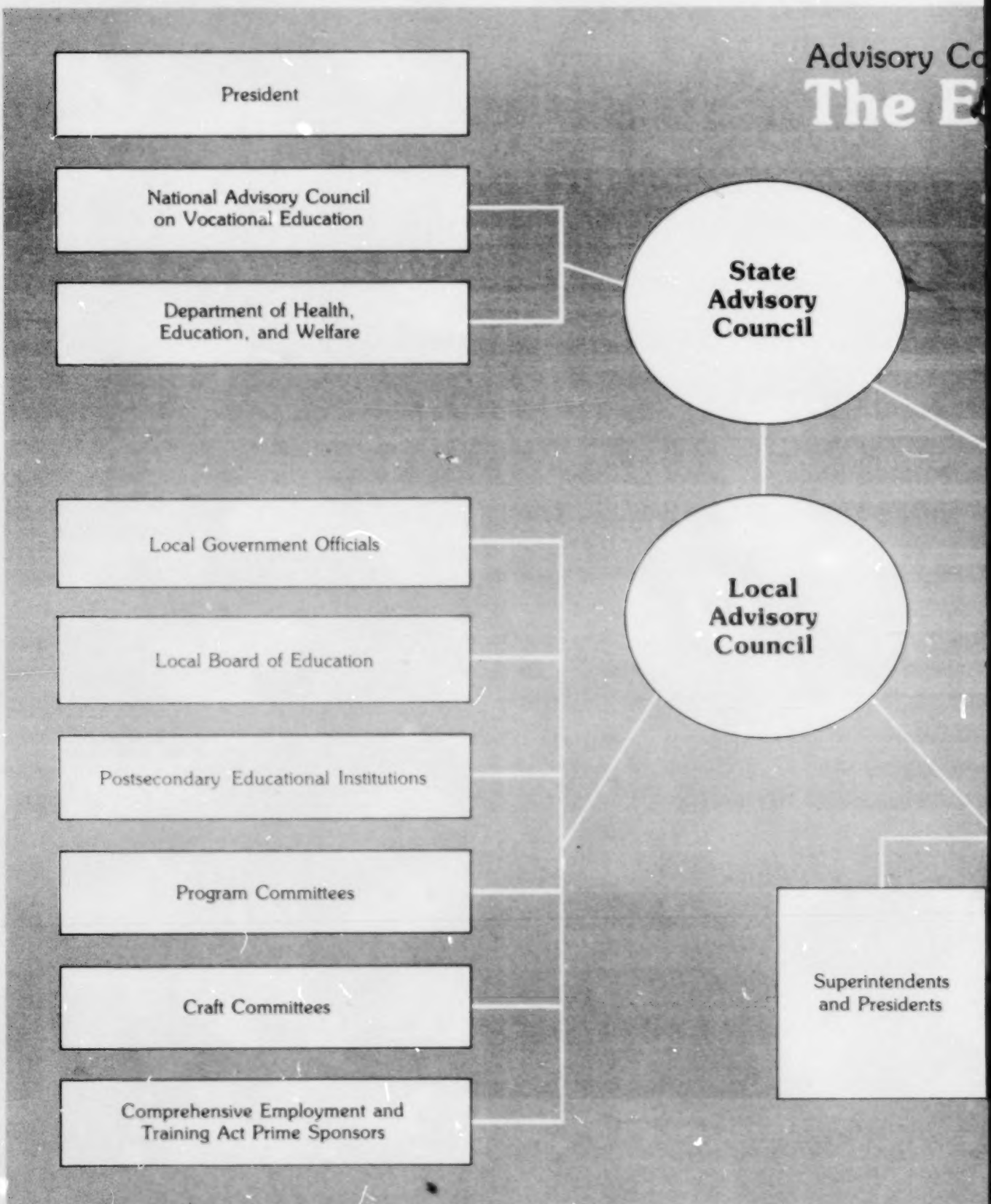
The council is charged with advising its appointing authority concerning local plans for the distribution of vocational-technical education funds, local vocational-technical program accountability reports, local job needs and adequacy of vocational-technical programs being offered.

While keeping firmly in mind the council's mandate is to advise, councils also strive to assist the schools in a variety of ways beyond the advisory function. Working cooperatively with educators, council members help build support for good vocational-technical education programs in the community and at the city, county, state and national levels. The functions of the advisory council include the following:

- to serve as a liaison between the community and the school system;
- to advise educators on the direction of vocational education within the local subdivision;
- to identify the efforts of local boards of education, governing boards of the postsecondary educational institutions, business, labor, and professions to make vocational education relevant to students' needs, manpower requirements and job opportunities, and advise and assist in the coordination of these efforts;
- to advise the Maryland State Advisory Council on the impact of state and federal policies on local vocational education programs;
- to advise the local board of education and/or postsecondary education institution on the impact of local board policies on local programming;
- to support efforts at the state and national level to obtain appropriate legislation and funding for vocational education;
- to be knowledgeable about and supportive of vocational-technical education programs in the community, including programs in comprehensive high schools, vocational high schools, area centers, regional centers, postsecondary institutions, non-profit private, and proprietary schools;
- to evaluate vocational education programs, services, activities; to publish and distribute the results; and
- to participate in the development of local and long range plans, including plans for facilities.

The local advisory council works closely with school craft committees — groups of occupational specialists formed to advise particular vocational-technical programs — and with the Maryland State Advisory Council on Vocational-Technical Education.

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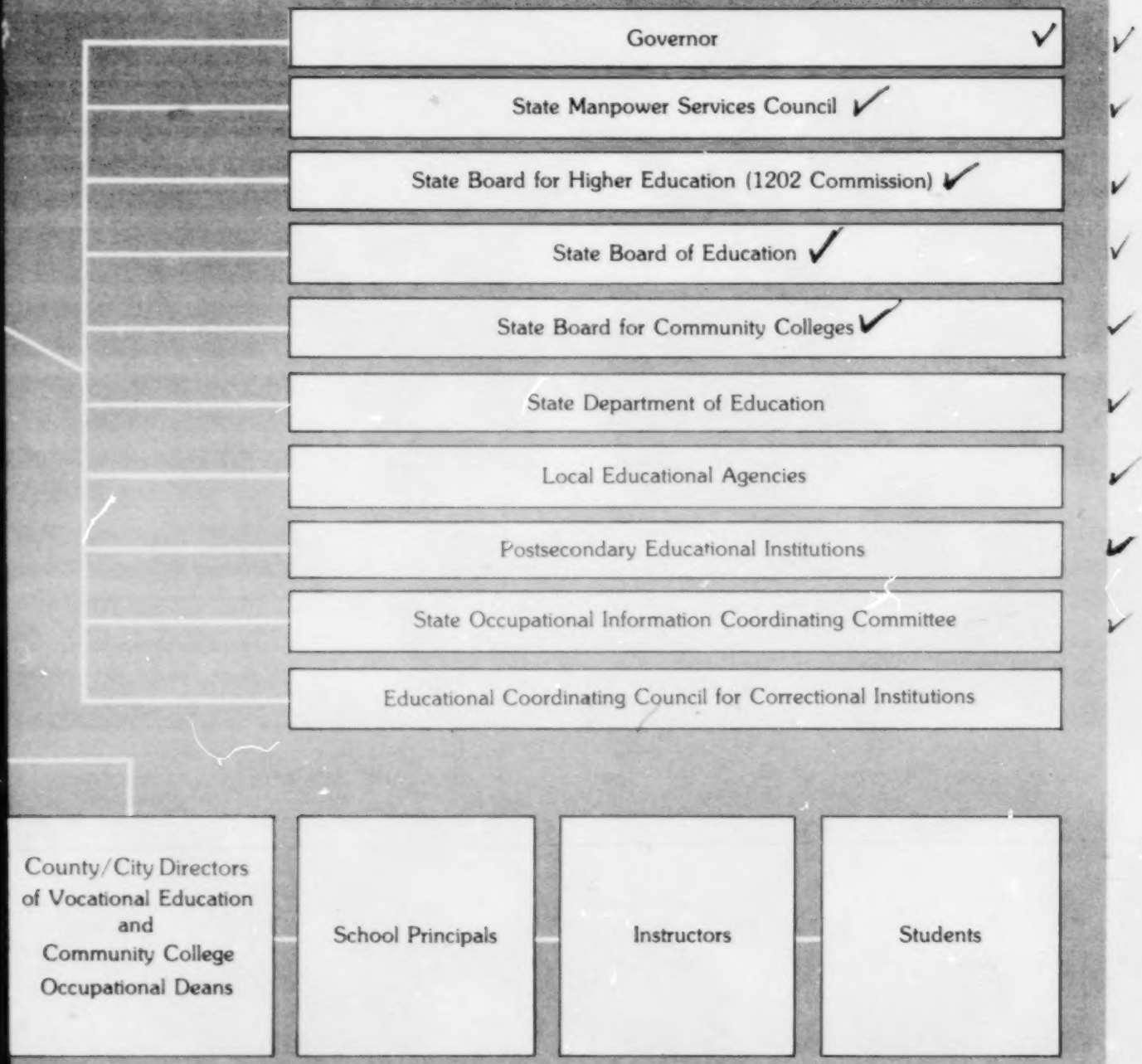
President
National Advisory Council on Vocational Education
Department of Health, Education, and Welfare
State Advisory Council
Local Government Officials
Local Board of Education
Postsecondary Educational Institutions
Program Committees
Craft Committees
Comprehensive Employment and Training Act Prime Sponsors
Local Advisory Council
Superintendents and Presidents

...cil Relationships in the Implementation of ...ucation Amendments of 1976

Title II — Vocational Education


Governor
State Manpower Services Council
State Board for Higher Education (1202 Commission)
State Board of Education
State Board for Community Colleges
State Department of Education
Local Educational Agencies
Postsecondary Educational Institutions
State Occupational Information Coordinating Committee
Educational Coordinating Council for Correctional Institutions
County/City Directors of Vocational Education and Community College Occupational Deans
School Principals
Instructors
Students

Connecting lines depict lines of communication for liaison and advisory purposes.

Details of the organization of local advisory councils are spelled out in the following recommended by-laws:

recommended by-laws

I. **NAME**
The name of this organization shall be the

_____
(local subdivision)

Advisory Council on Vocational-Technical Education.

II. **PURPOSE**
The Purpose of the Council shall be to participate in the development of annual program plans and accountability reports and to provide local educational agencies or postsecondary education institutions with advice on current job needs and on the relevancy of courses being offered in meeting such needs.

III. **ORGANIZATION**

A. **Membership** — Local Advisory Councils shall be composed of members of the general public, especially of representatives of business, industry and labor. Membership should also include students and an appropriate number of men and women who represent and are knowledgeable about the poor and disadvantaged and experiences and problems of sex discrimination and sex stereotyping in job training and employment. See paragraph VI. Each Council shall consist of no fewer than 10 members in counties with 7,000 ADA (Average Daily Attendance) or less, and no fewer than 15 members in counties with more than 7,000 ADA. In counties that do not have postsecondary educational institutions receiving Federal funding support for vocational-technical education programs, the local board of education shall appoint the council. In counties that have postsecondary educational institutions receiving Federal funding support for vocational-technical education programs, the council shall be appointed under mutually acceptable procedures developed by the local board of education and the governing boards of the postsecondary educational institution(s).

The following are suggested as possible non-voting, *ex-officio* members: the superintendent of schools, and the president of the community college, one member of the board of education, one member of the community college board, one member of the local governing body, the dean of occupational education, director or supervisor of occupational education, and a member of proprietary schools.

B. **Term of Office** — appointments shall be for three years. Appointments shall be staggered so that approximately 1/3 of the members' terms expire each year. At the time of initial organization, terms shall be determined by drawing lots among the members.

C. **Officers** — the Council shall have the following officers:

- *Chairperson.*
  Shall preside at meetings, direct external relations, direct legislative activities.
- *Vice-chairperson.*
  Shall preside in the absence of the Chairperson, direct Council program planning, chair annual report committee, assist the Chairperson as requested.
- *Secretary.*
  Shall direct the recording of the minutes of the meeting and the transmittal of all reports and recommendations.
- *Craft Committee Coordinator.*
  Shall coordinate the Council's activities with those of craft committees.

D. **Executive Board** — shall consist of the officers plus at least three members of the Council elected at large. Shall be responsible for the administration of the Council and for actions to be taken between Council meetings.

E. **Elections** — officers shall be elected by the members biennially. Members of the executive board shall be elected annually.

IV. **MEETINGS**
It is recommended that the Council meet monthly. It shall meet not less than six times per year on a calendar determined by the members. Details shall be spelled out in working rules developed by each council.

V. **SUPPORT SERVICES**
Support services, including meeting space and clerical help, shall be provided by the appointing local board of education or postsecondary educational institution.

VI. **PROGRAM AND CRAFT COMMITTEES**

It is recommended each vocational-technical program have a special craft advisory committee composed of persons with expertise in that occupational field and students. Sub-committees shall be established to address specific occupational concerns. The membership of each local advisory council shall include representatives of local craft and program committees from all areas conducting vocational-technical education programs including the employment service, correctional institutions, rehabilitation service, juvenile service, etc.

VII. **REPORTING AND DISSEMINATION**

It is recommended the highlights of both local advisory council and State Advisory Council meetings (agenda and minutes) be exchanged and distributed to all interested parties.

VIII. **WORKING RULES**

Each local council shall establish a set of working rules, which can be amended by simple majority vote, to govern operations. Items to be included are: committee structure; meeting arrangements; annual priorities for council work and organizational details.

IX. **QUORUM**

A simple majority shall constitute a quorum. No official decision shall be made in the absence of a quorum.

X. **RULES OF ORDER**

Robert's Rules of Order shall be followed.

XI. **AMENDMENTS**

By-laws may be amended by a ⅔ vote of those present provided the following condition has been met:

A. The proposed amendment shall have been proposed by the Executive Committee and distributed to each council member 60 days prior to the time for voting.

B. The State Advisory Council should be notified in writing of by-law changes.

possible council activities

There are many activities which local advisory councils may become involved in to help strengthen vocational-technical education. Some typical activities in the areas of student recruitment, selection and placement, instructional programs, teacher assistance, student recognition and public relations are included in this section for consideration.

A. STUDENT RECRUITMENT, SELECTION, AND PLACEMENT

1. Encourage students and parents to consider vocational-technical education and training through visits to "feeder schools," speeches to civic clubs, career-day meetings, etc.
2. Provide information concerning desirable personal, educational and basic skill qualifications needed by applicants for entry-level jobs so that educators can properly plan student recruitment, education and training programs.
3. Arrange plant or field trip visits for students and counselors.
4. Provide vocational guidance literature to teachers, counselors, students and parents.
5. Assist and participate in surveys of local industry manpower needs.
6. Assist in the development of aptitude, achievement, certification and licensing tests related to employment of graduates.
7. Assist in the placement of students in part-time work during the school year and summer vacations, primarily in cooperative and work study programs.

B. INSTRUCTIONAL PROGRAM

1. Assist in the development of the Five-Year State Plan for Vocational Education and the Annual Program Plan and Accountability Report.
2. Review staff and board of education budgets and advise as to the adequacy thereof.
3. Be knowledgeable about course content to assure its currency in meeting the changing skill and knowledge needs of the industry.
4. Assist in the evaluation of physical conditions and adequacy of equipment.
5. Assist in the procurement of needed school equipment.
6. Assist in the development of school policy concerning production work to be undertaken by students so that this work will be of instructional value in the educational program.
7. Assist in the establishment and maintenance of a career education library of visual aids, magazines, and books concerning industry.
8. Be knowledgeable about the educational and training programs conducted with funds made available by the Comprehensive Employment and Training Act, Education of Handicapped Act, vocational rehabilitation programs, proprietary schools, apprenticeship programs, etc.
9. Assist in the development of an evening school skill improvement program for personnel employed in the school physical plant.
10. Assist in the development of related courses for apprenticeship and on-the-job training.

11. Arrange plant or field trip visits for teachers.
12. Provide sample kits of raw materials, finished products, charts and posters, etc., for exhibit and instructional purposes in classrooms and shops.
13. Be knowledgeable about student fees and charges for courses and programs.

C. TEACHER ASSISTANCE

1. Assist in making arrangements for local teachers to attend regional and national meetings of industry and teacher organizations.
2. Encourage teachers to establish cooperative relationships between the schools and industry.
3. Assist teachers in obtaining summer employment related to their teaching field.
4. Be knowledgeable about teacher qualification requirements.
5. Assist in the establishment of outservice training programs for teachers.
6. Assist in developing a list of substitute or resource instructors from industry to help regular teachers.

D. STUDENT RECOGNITION

1. Provide financial assistance for graduates who wish to continue their education and training.
2. Recognize and honor outstanding students.

E. PUBLIC RELATIONS

1. Assist in obtaining speakers to address trade and civic groups concerning industrial education and training programs in the school.
2. Provide news stories concerning school programs to magazines published for specific industry groups.
3. Provide news stories concerning the school program to local news media.
4. Attend meetings in support of vocational and technical education which may be called by local and state school officials, boards, and legislative groups.
5. Participate in radio and television programs designed to "sell" vocational and technical education to the public.
6. Advise employees and their families concerning school programs by posting information on bulletin boards and putting news stories in company bulletins.
7. Hold an annual public meeting to give the public an opportunity to express views concerning the local vocational-technical education programs.

F. SUGGESTED PROGRAM TOPICS AND ACTIVITIES

1. Implementation of Council Responsibilities:
   - Program Evaluation
   - Allocation and distribution of Federal, State and local funds
   - Participation in the development of vocational-technical plans
   - Analyzing job needs and the relevancy of courses offered
   - Sex discrimination in vocational education programs
   - Annual Report to local boards of education and/or Board of Trustees
2. Council Relationship with Comprehensive Employment and Training Act Prime Sponsors.
3. Programs for Disadvantaged and Handicapped.
4. Dinner meeting with vocational-technical instructors.
5. Meeting with school principals.
6. Meet with program or "Craft" committees.
7. Vocational guidance and student placement and follow-up.
8. Assist in Vocational Education Week activities.
9. Meet with the county elected officials.

G. REPORTS

Prepare and submit to the appointing local board of education or postsecondary educational institution and the State Advisory Council an annual evaluation report which evaluates the effectiveness of vocational-technical education programs, services and facilities and summarizes activities of the local advisory council.

H. SPECIAL REPORTS AND RESOLUTIONS

Prepare and submit to the appointing local board of education or postsecondary educational institution and the State Advisory Council any special reports or resolutions concerning vocational-technical education programs, services and facilities which the local advisory council considers to warrant the special attention of the appointing authority or State Advisory Council.

maryland law on the establishment of local advisory councils

The following extract from Senate Bill 930 amends Article 41 of the Annotated Code of Maryland and provides for the establishment of Local Advisory Councils on Vocational-Technical Education:

A. There is a local advisory council on vocational-technical education in each county, including Baltimore City.

B. 1. Each council shall consist of the following membership:
(I) in counties with an average daily attendance of not more than 7,000, *at least* 10 members;
(II) in counties with an average daily attendance of more than 7,000, *at least* 15 members.

2. (I) in counties that do not have postsecondary educational institutions receiving federal funding support for vocational-technical education programs, the local board of education shall appoint the council.
(II) in counties that have postsecondary educational institutions receiving federal funding support for vocational-technical education programs, the council shall be appointed by the local board of education and the governing boards of the postsecondary educational institution.

3. The members shall be from the general public, especially representatives of business, industry, organized labor, and shall include appropriate representation of both sexes, racial and ethnic minorities, and various geographic regions of the county

4. Educators and administrators in the field of education may serve, ex officio, as nonvoting members.

C. The State Advisory Council on Vocational-Technical Education shall provide local educational agencies postsecondary educational institutions, and local advisory councils with any technical assistance requested concerning the establishment and operation of local advisory councils.

D. Local advisory council shall advise the local board of education and postsecondary educational institution concerning local plans for the distribution of vocational-technical education funds, local vocational-technical education program accountability reports, local job needs and adequacy of vocational-technical programs being offered.